

### **Special Events**

In order to provide adequate coverage for special events, Catawba County will utilize special teams for the administration of ALS care. This policy explains how to request these teams and plan for coverage.

#### ➤ *Requests*

- The Special Events Team Coordinator will receive ALL requests to provide event coverage, even when the Special Events Team will not be utilized.
- The Special Events Team Coordinator will evaluate each request and contact the event coordinator to obtain specific information about the event such as: type of coverage needed, dates, times, location(s), and any sponsorship information.
- The Special Events Team Coordinator will then compile this information and submit a request to the EMS Training Officer for approval to cover the event and the appropriate fee (if applicable) to be charged.
- Once approval or denial is obtained from the EMS Training Officer, the Special Events Team Coordinator will contact the event coordinator and relay the information.

#### ➤ *Staffing*

- Once an event is approved, the Special Events Team Coordinator will determine what personnel are needed. Initial efforts will be made to cover the event with reserve staff and / or on-duty staff.
- The Special Events Team Coordinator will contact each employee who is covering an event and instruct that employee as to his/her specific responsibilities to include location, date, time, role, equipment/unit to be obtained, etc.
- Each employee will also be instructed as to who should be contacted in the event that additional assistance, equipment, or personnel are needed during the event.
- Injuries/exposures or other accidents must be reported to the on-duty Shift Supervisor.
- If on-duty staff is to be used, the Special Events Team Coordinator must notify the Shift Supervisor and Crew Chiefs of the on-duty shift and request the necessary personnel at least two-weeks prior to an event. (The Special Events Team Coordinator must inform the Shift Supervisor and Crew Chiefs of the exact time employees will be needed and an estimated time the event will be complete in order to eliminate overtime for reserve employees.)
- The Special Events Coordinator will find coverage for the on-duty personnel and notify the appropriate Crew Chief and Shift Supervisor as well as updating the shift schedule.

#### ➤ *Equipment*

## **Catawba County Emergency Medical Services**

- The Special Events Team Coordinator will also notify the on-duty Shift Supervisor and Crew Chiefs of any equipment / unit that will be needed. (If the Special Events Team Trailer is needed at an event, see the information below.)
  - The appropriate Crew Chief will insure that equipment/units are clean, stocked, and available for the event.
  - After the event, all equipment and/or units will be returned to their appropriate location.
  - It is the responsibility of the employee covering an event to ensure that equipment / units are clean, stocked, and available for use at the conclusion of each event.
- **Special Events Team Trailer Procedure**
- The Special Events Team Coordinator will make arrangements to have the trailer towed to the appropriate location.
  - The Special Events Team Coordinator will insure that the Special Events Team Trailer is clean, stocked, and available for use at the event.
  - The Special Events Team Coordinator will report any damage/maintenance issues with the Special Events Team Trailer to the Shift Supervisor responsible for Vehicle Maintenance at the completion of each event.
- **Golf Cart Procedure**
- The Special Events Team Coordinator will insure that the Golf Cart is clean, stocked, and available for use at the event.
  - The Special Events Team Coordinator will insure that Golf Cart is stored in the Special Events Team Trailer in the "tow" position. (Switch located under the bed of the golf cart.)
  - At least seven-days prior to any event that will utilize the golf cart the Special Events Team Coordinator will ensure that the golf cart is removed from the trailer and switched to the "run" position. The golf cart will then have the batteries charged for at least 12-hours.
  - After every event the Special Events Team Coordinator will ensure that the golf cart is removed from the trailer and switched to the "run" position. The golf cart will then have the batteries charged for at least 12-hours.
  - After recharging the batteries the Special Events Team Coordinator will ensure that golf cart is stored in the Special Events Team Trailer in the "tow" position. (Switch located under the bed of the golf cart.)

## **Catawba County Emergency Medical Services**

- During any month in which the Golf cart is not being used the Special Events Team Coordinator will insure that the Golf Cart is removed from the trailer and switched to the "run" position. The golf cart will then have the batteries changed for at least 12-hours.
  - After recharging the batteries the Special Events Team Coordinator will insure that golf cart is stored in the Special Events Team Trailer in the "tow" position. (Switch located under the bed of the golf cart.)
  - The Special Events Team Coordinator will report any damage/maintenance issues with the Golf Cart to the Shift Supervisor responsible for Vehicle Maintenance at the completion of each event.
- Other Equipment Stored on the Bike Trailer
- The Special Events Team Coordinator is responsible for the upkeep and maintenance of all equipment, supplies, etc... in the Special Events Team Trailer except for the trailer itself and the Golf Cart.